

## **MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 8<sup>th</sup> SEPTEMBER 2020 AT 7.30PM**

(also available at [www.horrabridge-pc.gov.uk/](http://www.horrabridge-pc.gov.uk/))

**PRESENT:** Cllrs E Hemsil (Chairman), A Moorhead, M Huda, S Roche, C Edmondson, T Lear, F Peart

Ms S Honey (Clerk), Cllr P Sanders (DCC), Cllr D Moyse (WDBC) plus 3 members of the public

**PUBLIC OPEN SESSION** – due to the nature of the online meeting platform, no Open Session was held. Members of the public can still ask questions in advance of a meeting by contacting the Clerk.

### **The Chairman opened the meeting at 7.30pm**

After welcoming everyone to the meeting the Chairman informed the council that the Handyman had given his resignation due to personal reasons.

The council thanked Mr Dooley for his time and effort as village handyman and asked the Clerk to write a letter expressing their thanks.

### **079:20/21 APOLOGIES FOR ABSENCE**

None – all present

### **080:20/21 ABSENCE WITHOUT APOLOGIES**

None – all present

### **081:20/21 DECLARATIONS OF INTEREST**

None

### **082:20/21 CONSIDERATION OF THE APPOINTMENT OF PARISH COUNCILLORS BY CO-OPTION**

If there are insufficient candidates to fill all vacancies, the *Representation of the People Act 1985 Section 21* allows the elected members, provided there is a quorum (one third of the whole number of members with a minimum of three) to co-opt members to fill the remaining vacancies.

The Clerk explained that no new applications had been received.

### **083:20/21 CONFIRMATION OF MINUTES**

The Minutes of the 11<sup>th</sup> August 2020 parish meeting were **agreed** by the Council and will be signed by the Chairman at a later date.

Cllrs T Lear and F Peart abstained due to not being present at the last meeting.

### **084:20/21 CLERK'S REPORT**

The Clerk read a letter of thanks relating to the new path in the burial ground. A donation of £100.00 was also offered for any pressing item within the parish.

The council decided the Youth Club should benefit from the donation and thanked Mrs Holwill for her kind letter and offer.

### **085:20/21 PLANNING COMMITTEE – APPLICATION**

*0391/20 Alterations at Sortridge Manor*

Cllr S Roche explained that he had visited the Manor however the owners were not in at the time. He had tried to obtain a contact number from Dartmoor National Park (DNP) Planning Dept. but they will not give out an applicant's telephone number so he had not been able to contact the applicants beforehand.

However, he explained that as most of the work was inside the building and would be subject to review by a full planning committee, he felt the work would be monitored closely.

The council resolved to **Support** the application.

## DECISIONS

Cllr S Roach read out the following DNP decisions received;

0277/20 2 Caradon Court – Granted

0305/20 5 Chimneys – Granted

0325/20 23 Trowbridge Road – Granted

0337/20 Whitburn House = Application withdrawn

## 086:20/21 OPEN SPACES REPORT

Open Spaces Chair, Cllr C Edmondson reported the new safety signage for the Salmon Ladder and Weir as completed.

She had since received an email from the Environment Agency (EA) asking if the council would like an information board relating to the Salmon Weir being installed as a gift?

After a short discussion the council decided to **accept** the offer.

## 087:20/21 PROGRESS REPORTS

No specific updates were received.

## 088:20/21 REOPENING OF VILLAGE HALL FOR DISCUSSION AND AGREEMENT

*Cllr A Moorhead declared an interest in the maintenance of the village hall.*

The Chairman discussed a report relating to the cleaning and reopening of the village hall which had been received and circulated to members of the council earlier that day.

The Chairman informed the council that apparently Covid -19 can last for up to three days. In order to space classes around this timeline it would only be possible to hold one class per week; two different classes spaced three days apart would mean each class would fall on a different day each week causing confusion.

After a short discussion over which class was most suitable to invite back, Yoga was agreed as being a gentle form of exercise however, there are two yoga groups and the council did not wish to choose between providers.

The **Clerk was instructed** to contact the two providers and ask if they might be able to share the hall on an alternate week basis.

The Chairman explained that the report had also identified some urgent priorities that should be addressed;

- The kitchen cupboard should be kept locked,
- Provide a Health & Safety folder to hold RAMS, COSHH assessment, Data sheets, COSHH register and acknowledgement
- Provide colour co-ordinated buckets, mops, mop handles, cloths to segregate each area to be cleaned, i.e., toilets, kitchen and communal areas

Cllr M Huda offered to obtain the different coloured buckets and reminded the council that he was aware of cleaning procedures and risk assessments required for running a business.

The Chairman suggested they both discuss a way forward together and **asked the Clerk** to add an update on the situation to the October Agenda. The council made **no objection** to the suggestion.

The Chairman also informed the council that the Food Bank had been told they could use the committee room until the end of December when their service should cease.

## 089:20/21 CHRISTMAS TREE LIGHTS ARRANGEMENTS FOR 2020 FOR AGREEMENT

Cllr M Huda agreed to the Chairman's enquiry asking if he would be happy to make the arrangements for the Christmas lights.

Cllr M Huda suggested the tree in Weir Park should be decorated as usual but other lights should only be placed on the front of the village hall; also, due to the virus, he suggested, although a pity, no "switch on" celebrations would be advisable this year.

After a short discussion over the obtaining of a "cherry picker" and a suitable budget the **council agreed** to the arrangements being carried out toward the end of October 2020 with a budget of £400.00.

Cllr C Edmondson **agreed to arrange** the cherry picker.

#### **090:20/21 EMERGENCY TREE WORKS AT FILLACE PARK FOR RETROSPECTIVE AGREEMENT**

The Chairman informed the council that a tree limb had needed emergency repair after falling in Fillace Park, in the corner by River Park car park. He explained the tree surgeon had already quoted to remove it some weeks ago. The amount of the quote was not available during the meeting.

The **council agreed** to the works in retrospective.

#### **091:20/21 INSURANCE RENEWAL FOR DISCUSSION AND AGREEMENT - £3,309.93**

The Clerk explained that the council had an option to renew the insurance for the coming year only at £3,309.93 or for the same amount it could take out a three-year binding long term agreement (with the same insurer) at the same price each year.

The Clerk explained that the insurance broker had advised the market could be volatile in the future due to the effects of the virus and the council should consider the risks of taking the option carefully.

Cllr A Moorhead asked if there was any reason the insurance was higher than the previous year. The Clerk explained that all the quotes received had been increased due to the Court case.

The council **resolved to accept** the 3-year binding long term agreement at £3,309.93 each year until its expiry on 30<sup>th</sup> September 2023.

#### **092:20/21 ACCESSIBILITY STATEMENT FOR INFORMATION AND AGREEMENT**

An Accessibility Statement, required by the new *Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018* legislation had been circulated to the council by the Clerk earlier.

The council **resolved to agree** the content of the Accessibility Statement which would be posted to the council's website.

#### **093:20/21 DISCUSSION TO ACCEPT INFORMATION BOARD FROM ENVIRONMENT AGENCY FOR THE SALMON LADDER AND WEIR**

The council **agreed to accept** the gift of an information board from the EA. The detail having been discussed under the Open Spaces Report earlier in the meeting.

#### **094:20/21 ATTENDANCE OF CLLR S ROCHE AT DALC WEBINAR – “CHANGES IN PLANNING LAW” FOR AGREEMENT £18.00 INC VAT**

Cllr S Roach explained that he was now unable to attend the course but Cllr C Edmondson had agreed to go in his place.

The **council agreed** to Cllr C Edmondson attending the course.

#### **095:20/21 ATTENDANCE OF CLERK AT SLCC WEBINARS – “NATIONAL CONFERENCE” FOR AGREEMENT £30.00 INC VAT**

The **council agreed** to the Clerk attending the webinar conference.

#### **096:20/21 VILLAGE HEDGE CUTTING FOR DISCUSSION AND AGREEMENT**

Cllr A Moorhead reported that he had spoken to a contractor who had offered to carry out the hedge trimming as soon as possible for £200.00. This would cover the hedges in Fillace Lane, the burial ground, two hedges in Walkhampton Road, the allotments and both verges along part of the A386.

In addition, he had offered to cut the hedges surrounding the recreation field (from Tinner's Mill and all around to the bonfire area) for £100.00.

Cllr A Moorhead explained that had managed to obtain another quote for part of the hedge trimming required but it had been higher.

The council **resolved to agree** the total price of £300.00

Cllr S Roche enquired whether the area on Whitchurch Road on the Tavistock side of the traffic calming would be tended.

Cllr T Lear explained that her contractor would do this when Natural England would allow.

#### **097:20/21 BURIAL GROUND GATE FOR DISCUSSION AND AGREEMENT**

Cllr A Moorhead informed the council that he had obtained two quotes so far; one for £545.00 and the second for £620.00. He was waiting for a third quote.

The Chairman suggested he chase the third quote.

The council **resolved to agree** the quote of £545.00 **unless** the third quote, should it be received, was cheaper.

#### **098:20/21 REQUEST FROM MR J LYDEN TO HOLD FIREWORK DISPLAY ON 30TH OCTOBER 2020 IN WEIR PARK AND FUNDING OF £300.00 TOWARD THE EVENT**

*Cllrs M Huda and F Peart declared an interest in the event.*

The Chairman explained that unfortunately, due to the virus, there would be no other activities as part of the event this year.

It would be free of charge but Mr Lyden had requested a donation of £300.00 toward the event.

He had also offered to manage the bonfire and clear any unused wood.

After a short discussion the council **resolved to agree** to fund the event by £300.00 but stipulated that any unused wood not cleared within seven days following the event would be cleared by the council and the cost recharged to Mr Lyden.

#### **099:20/21 FINANCIAL MATTERS**

##### I. Bank Reconciliation and Budget Monitor

The Bank Reconciliation (App A) and Budget Monitor (App C) dated 31<sup>st</sup> August 2020 was reviewed and **approved** by the Council.

##### II. Consideration of approval of the following Payment List (App B) and Clerk's and Staff pay for August 2020

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>	
Ms S Honey	16/08/20	Zoom monthly charge August	14.39	
Viking	25/08/20	Handyman black bags	95.98	
Roundabout & Moxham garage	10/08/20	truck wiper blade	18.72	
D Budd	12/08/20	Tree services	260.00	
M T Allen	24/08/20	Burial ground new path	10,128.00	
Screwfix	25/08/20	hazard tape	3.49	
<b>Sub - TOTAL</b>				10,506.19
<b>Direct Debits</b>				
South West Water	Aug	Allotments	50.41	
South West Water		V Hall	47.60	
South West Water		Cemetery	12.95	
British Gas	Aug	Gas - Village hall	6.87	
British Gas		Elec - village hall	34.90	
British Gas		Elec - Weir park	11.41	
Plusnet	Aug		39.24	
Sub-total				203.38
<b>TOTAL</b>				<b>£10,709.57</b>

The Chairman informed the council that the burial ground path costs would be funded by project money.

The Council **approved** the payment list and the Clerk's and staff salaries.

### **100:20/21 BOROUGH AND COUNTY COUNCILLORS REPORT**

Regarding the alterations made to the village footpath to Magpie; **Cllr P Sanders (DCC)** reported that he had encountered difficulty in trying to negotiate that there was a case for this matter to be taken out of sequence, otherwise, because the definitive map review for Horrabridge had already been completed the Schedule 14 application would not be dealt with until the next review which was several years away.

He had endeavoured to impress that if the Judicial Review of the Planning Inspector's decision should lead to the decision being revisited, and if this should result in a different decision, then there was likely to be a very difficult situation to unravel.

He had also reminded them that the loss of access had created a road safety issue, unfortunately the exit from the caravan park still involved walking on the A386. He explained that his argument was that although this was true, the distance involved was substantially less.

He had sent details of the application form for a Schedule 14 to the **Clerk for completion** and offered to help if assistance was needed.

The Chairman enquired whether Devon Highways actually understood the problem with the village bridge because they referred to a "weight restriction" in a reply received but the problem was not with the weight of lorries but the actual WIDTH of the BRIDGE. Large lorries cannot make the tight turns required to traverse the bridge and turn into Whitchurch Road.

The **Clerk was instructed** to send another email to Devon Highways in an attempt to clarify their understanding of the problem.

**Cllr D Moyse (WDBC)** reported that WDBC were keen to re-open Meadowlands pool.

The White Paper relating to changes to Planning law had been discussed over a three-hour period. DNP would be discussing the issue over the next week.

### **101:20/21 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA**

1. Cllr C Edmondson reminded the council that a tarmac ramp for disabled access into the village hall had still not been completed.  
The Chairman offered to check the situation.
2. Cllr T Lear reported local farmers being concerned about an increase in Ragwort around the village in gardens and hedges. It is highly toxic to livestock should it spread to fields.
3. The Chairman reminded the council that a letter of support had been requested by the Friends of St John's church. They were now ready to apply to the Heritage Fund for a donation toward the replacement of the church roof so he would check the content required of the letter.
4. The Chairman informed the council that he had re-opened an old Horrabridge Parish Council Facebook page which would need another administrator. He asked if Cllr C Edmondson would be interested to which she agreed.
5. Beating the Bounds had been postponed to 2021. Cllr A Moorhead requested Mr C Benfield to inform residents via his newspaper.
6. The Chairman requested the **Clerk to add** Cleaning of the Trampoline to the next agenda.

### **102:20/21 TO CONFIRM DATE OF THE NEXT PARISH MEETING FOR TUESDAY 13<sup>TH</sup> OCTOBER 2020**

No alterations to the scheduled date were reported.

**103:20/21 EXCLUSION OF THE PRESS AND PUBLIC**

To resolve that in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the meeting.

**104:20/21 TO DISCUSS STAFF SALARIES AND NEW NALC PAY SCALES**

***Cllr A Moorhead declared an interest in staff salaries.***

The council discussed the new NALC pay scales for 2020/21 which had been raised by 2.75% and back dated to 1<sup>st</sup> April 2020.

The council **resolved to increase** staff pay by the new rates set by NALC.

**105:20/21 TO DISCUSS A MATTER RELATED TO THE NEW PAVILION**

Cllr S Roche informed the council of the ongoing process relating to finding funding for the project in the current financial climate.

He explained that he would keep the council informed of any success in his efforts to raise funds.

**The Chairman closed the meeting at 21.05pm**

Signed: .....

Date: .....

Cllr E Hemsil, Chairman