

**MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON
TUESDAY 8th OCTOBER 2019, 7.30PM, AT THE VILLAGE HALL**

(also available at www.horrabridge-pc.gov.uk/)

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

Ms S Honey (Clerk) plus 6 members of the public

PUBLIC OPEN SESSION

A public open session was held for parishioners to ask questions and raise queries before the meeting started.

The Chairman opened the meeting at 7.30pm

104:19/20 APOLOGIES FOR ABSENCE

None

105:19/20 DECLARATIONS OF INTEREST

None

106:19/20 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 reported that **no applications** had been received.

107:19/20 CONFIRMATION OF MINUTES

The Minutes of the 10TH September 2019 parish meeting were **agreed** by the Council and signed by the Chairman.

108:19/20 PLANNING

No recent applications had been received.

109:19/20 CLERK'S REPORT

Tilly Bridge wooden board replacement

The Clerk explained that an email had been received from Devon Highways informing her that the remaining 12 rotten wooden boards on the bridge had been replaced. Cllr A Moorhead asked for the details in order to check the work.

West Devon Borough Council Election Expenses

An email had been received from WDBC informing the Clerk that there would be a charge for the administration and printing costs of nomination packs for parish councils for the May 2019 elections. The charge to the council would be £75.78 which would be billed in the near future.

The Council **accepted** the charge.

110:19/20 PAVILLION WORKING GROUP REPORT AND REQUEST FOR PLANNING APPLICATION FEE (£950 APPROX – TO BE ADVISED)

Cllr S Roche explained that a design had been agreed but more work was needed for the drawing required for planning permission. The fees for the planning application would be £924 planning fee, £25 portal fee and approx. £20 for plans so approximately £970 in total (WDBC encourage use of the planning portal for submission which costs around £25 inc. VAT and a charge of £20 would be made for the copyright to use plans from the internet).

The Council **agreed** to pay the approximated planning fee cost of £970.

111:19/20 COUNCILLORS PROGRESS REPORTS

LIGHTING NEAR PAVILLION

Cllr A Moorhead reported that he had received two quotes but had encountered difficulty in obtaining a third as some had not replied. The two quotes were for £695 and £790 respectively. The Council **resolved to accept** the quote of £695 from Mr J Lyndon.

PAVILLION VALUATION

Cllr A Moorhead said a valuation was in progress and should be available soon.

INSTALLATION OF WI 100TH ANNIVERSARY SEAT

Although the WI had fully funded the seat the council had not been aware of the costs involved to install the large granite structure. The Chairman had paid the unexpected £200 cost for installation.

Discussion arose over whether a donation should be requested from the WI toward the installation costs but Cllr A Moorhead (who Declared an Interest as he knows some of the members of the WI) reminded councillors that the WI already provided a lot of funding toward the village hall.

The Council **agreed**; 7 for, 1 abstention, to the council funding the installation costs.

Funds to come from project money and Cllr E Hemsil to be reimbursed £200.

RECESS IN WALL BEWEEN STATION ROAD AND WEIR PARK

Cllr A Moorhead had obtained some prices for a range of suitable seating in order to provide a replacement for the original seat which had been removed in the interests of health and safety.

Costs range from £329 to £439 plus VAT.

The Council **agreed** to the purchase of a seat for £329.

Cllr A Moorhead reminded councillors that funding for a memorial seat, to be placed on the Green, had been offered by a local family. So two seats could be purchased at the same time, however, if the council purchased three seats they could obtain a fourth free. This would give the council a spare for another replacement when the need arose. The cost for 4 seats would be £955 plus VAT making the cost of each seat £286.50.

The Council **agreed** to the purchase of 4 seats.

112:19/20 SERVICING OF SIT ON MOWER FOR AGREEMENT - £396.01

The Council **instructed** Cllr P Beard to obtain another quote if possible and report back to the next meeting.

113:19/20 CITIZENS ADVICE REQUEST FOR A DONATION TOWARD SERVICE

The Council had received a request for a donation toward the Citizens Advice service provided for parishioners.

The Council **instructed** the Clerk to add the request to the Grant List which would be considered at the January meeting.

114:19/20 REPLACEMENT OF FIRE EXIT DOOR SILL FOR DISCUSSION AND AGREEMENT

The Council **resolved** to obtain a selection of quotes.

115:19/20 IVY GROWING ON WALL BETWEEN SOUTHVIEW AND BURIAL GROUND FOR DISCUSSION

The Chairman asked Cllr P Beard, as Chair of the Open Spaces Committee, if he was aware of the ivy growing on the wall. Cllr P Beard replied that it was **work in progress**.

116:19/20 TO CONFIRM RESPONSIBILITY FOR VILLAGE CHRISTMAS DECORATIONS

The Chairman invited Cllr P Beard to arrange the display for 2019. Cllr P Beard declined explaining that there was a lot of work involved which he would find difficulty in committing to but he offered to help.

Cllr M Huda then **offered to oversee** the decorations for Christmas. The Council **thanked** him for his offer.

117:19/20 REQUEST BY HORRABRIDGE COMBINED SERVICES GROUP TO USE WEIR PARK ON SATURDAY 27TH JUNE 2020 (VE CELEBRATIONS)

The Council **agreed** to the request for the use of Weir Park for the June 2020 VE Celebrations.

118:19/20 ATTENDANCE OF CLERK AT DALC “BEING A GOOD EMPLOYER” COURSE FOR AGREEMENT - £55.00 (EX VAT) PLUS STANDARD TRAVEL COST.

The Clerk requested funding for the course which would prove invaluable especially as a Clerk is the legal line manager of parish council staff. The course will be held in Exeter.

The Council **agreed to fund** the course and standard travel costs.

119:19/20 REFURBISHMENT OF HALL AND TOILETS FOR DISCUSSION AND AGREEMENT

Cllr A Moorhead explained that he had spoken to a painter and decorator in order to obtain a quote for the walls of the hall and toilets to be repainted.

Cllr M Huda then explained that if it was only the walls that required repainting he would be happy to do this himself.

The Council **instructed** Cllr A Moorhead to obtain a quote before making a decision.

120:19/20 EARLY MORNING STREET LIGHTING TIMES FOR CONSIDERATION

Cllr C Edmondson explained that she had received requests from some parishioners to alter the street lighting so that it would illuminate earlier than 6.00am to 4.30am.

Cllr P Beard advised that illuminating earlier would increase the carbon footprint and he doubted Devon County Council would agree to this.

The Chairman informed the council that new housing development has no street lighting at all.

The Chairman advised Cllr C Edmondson to contact Cllr P Sanders at DCC if she wished to pursue the request.

121:19/20 FINANCIAL MATTERS

I. Bank Reconciliation and Budget Monitor

The bank reconciliation (App A) and Budget Monitor (App C) dated 30th September 2019, was reviewed and **approved** by the Council.

II. Two urgent cheques issued for ratification of the Council; Rradar – Court Case £500.30 Came & Co Insurance £2,936.32

The Council **ratified** the issue of both urgent cheques. One for the VAT element of the Court Case which is funded by the council's insurance policy and the second for the renewal of the council's annual insurance policy.

III. Consideration of approval of the following Payment List (App B) and Clerk's and Staff pay for September 2019

Name	Date	Description	Amount
Budds tree services	06/09/19	Willow tree by river	250.00
Viking	17/09/19	Black bags	93.58
MST	29/08/19	Mechanisim for gritter	396.01
Colourbridge	01/08/19	Magnetic signs	48.00
Colourbridge	31/05/19	vinyl print for sign	10.80
HMRC	05/10/19	PAYE	135.38
PKF Littlejohn	09/09/19	External audit charge	360.00

Yelverton Garage	31/08/19	Fuel truck	67.81
Yelverton Garage	30/09/19	Fuel truck	98.94
Travis Perkins	10/09/19	Post crete	6.96
Travis Perkins	13/09/19	Cement	40.68
Thomas Fire Protection	03/10/19	fire alarm service	80.00
WDBC	01/10/19	litter and dog bin empty service	340.08
			£1,928.24

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

IV. External Auditors Report for the consideration of the Council

The Clerk read out the detail of the external auditor's report which was favourable. The Council **resolved to accept** the report.

V. Two quotes from D Budd (tree works) for discussion and approval

The Council **resolved to accept** the two quotes. The Clerk was instructed to contact Mr Budd.

122:19/20 BOROUGH AND COUNTY COUNCILLORS REPORT

Cllr T Bolton gave a short update in relation to environmental issues. He explained that WDBC had purchased an expensive machine that used a mix of steam and foam in order to keep weeds down.

The equipment could be hired for use by parish councils.

123:19/20 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

1. Cllr M Huda reported that he had been appointed as Chairman of the Youth Club. He also reported a problem in that people were using his car park unofficially. On one evening he had only 7 customers in the pub but the car park was full. He explained that this unofficial use was losing business for the pub as parking in the village is limited. He explained that he would block in any cars that were found to be parked but not using the actual public house.

2. Cllr A Moorhead asked Cllr T Bolton whether Cllr D Moyse was still involved in DNP planning department to which he replied she was. Cllr A Moorhead explained that he wished to speak to her over an issue with Greenway Close. He also reminded the Clerk that a selection of office desks were available at the reclaim centre.

3. Cllr T Lear reported that a dog had been left tied up outside the school but the owner did not clear up the mess it had deposited. The Chairman exclaimed that the issue was ongoing but without any clear resolution. It was suggested the Locality Officer might be able to help but they would need to patrol around the key times.

Cllr F Peart informed everyone that dogs were being left tied up to railings outside the school during school admission/ collection hours.

The Chairman offered to speak to the Headmaster in the hope the school might be able to issue a reminder to parents.

4. The Chairman reminded everyone that the Remembrance Day parade would be held on 10th November 2019 with a 10.30am meet before the procession starts at 10.45am.

- Bonfire night was scheduled for 23rd November 2019.
- A finance meeting to plan the budget for 2020 /21 would be arranged soon.
- He suggested the Complaints and Habitual and Vexatious Complaints policies might be amalgamated as they seemed similar but the Clerk **advised against** this action.
- The Clerk was asked to contact the providers of the potential Village Hall speaker system as nothing had been heard regarding the offered demonstration.
- According to a local roofer/builder the village hall roof needed repairs. Cllr T Lear informed the council that an initiative by the Rivers Trust, funding roof gardens to collect water, may have a grant available.

5. Cllr S Roche asked if any quotes had been received from a local builder relating to the path in Fillace Park. The Clerk offered to contact them again.

Standing Orders were suspended while the Chairman allowed a second public session; for no more than 10 minutes.

Public Open Session

Standing Orders restored.

124:19/20 DATES OF FUTURE MEETINGS

The date of the next meeting was confirmed as Tuesday 12th November 2019.

125:19/20 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.

126:19/20 TO DISCUSS A COMPLAINT

The complaint was placed on hold until the resolution of the pending Court case.

The Chairman closed the meeting at 8.45pm

Signed:

Date:

Cllr E Hemsil, Chairman