

MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 8th DECEMBER 2020 AT 7.30PM

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

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

Ms S Honey (Clerk), Mr Mike Glinn, Cllr P Sanders (DCC), plus 5 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

153:20/21 APOLOGIES FOR ABSENCE

None

154:20/21 ABSENCE WITHOUT APOLOGIES

None

155:20/21 DECLARATIONS OF INTEREST

None

156:20/21 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 Chairman reported Mr Mike Glinn as wishing to join. After a short discussion the council **resolved to co-opt Mr Mike Glinn onto the parish council.**

Cllr M Glinn signed the Declaration of Acceptance in front of the camera and immediately joined the council. The Clerk will co-sign the Declaration on the next convenient day.

157:20/21 CONFIRMATION OF MINUTES

The Minutes of the Tuesday 10th November 2020 parish meeting were **agreed** by the Council and will be signed by the Chairman at a later date. Cllr T Lear abstained due to not being present at the time.

158:20/21 CLERK'S REPORT

None

159:20/21 PLANNING COMMITTEE – APPLICATIONS

Cllr S Roche

0566/20 Vertical hung slate to external walls using natural slate 18 Fillace Park Horrabridge

Cllr S Roche explained the detail of the work required to which the council **resolved to Support** the application. Cllr T Lear abstained.

TREE WORKS

20/0083 Ash fell – Sampford House

Cllr S Roche explained the work planned for the tree to which the council **resolved to Support** the application.

20/0081 Application to fell Cherry and Beech at The Old Station (TPO protected trees).

Cllr S Roche explained the work planned for the trees to which the council **resolved to Support** the application.

160:20/21 FINANCIAL MATTERS

I. Bank Reconciliation and Budget Monitor

The Bank Reconciliation (App A) and Budget Monitor (App C) dated 30th November 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 November 2020

Name	Date	Description	Amount	
Ms S Honey	18/11/20	Postage stamps	9.12	
Rattery saw mill	18/11/20	Wood for benches	402.97	
Viking	17/11/20	Black bags Open spaces	95.98	
Lindsay Rogers	23/11/20	side arm flailing	225.00	
Mr S Roche	19/11/20	Office desk reimburse	231.60	
Mr T Dooley	06/11/20	Help during staff changeover	579.37	
PKF Accountants	22/11/20	External audit	360.00	
Yelverton garage	30/11/20	Fuel truck	18.87	
				1,922.91
Direct Debits				
Ms S Honey	16/11/20	Zoom monthly charge November	14.39	
South West Water	Nov	Allotments		
South West Water		V Hall	5.84	
South West Water		Cemetery		
Plusnet		Office phone and broadband	38.58	
British Gas		Elec - Weir Park	45.91	
British Gas		Elec- Village hall	106.73	
British Gas		Gas - Village hall	-37.79	
				159.27
TOTAL				£2,082.18

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

III. External audit report -review comments

The Chairman explained that only a few minor issues had been mentioned as a note.

The Clerk explained that the only issue identified related to the valuation of the Asset Register. When revaluing assets, the previous year's Box 9, on the Accounting Statement should be altered to become the opening figure. This was the only point made by the external auditor.

The council **resolved to accept** the external auditors report.

IV. Precept for 2021/22 for discussion and agreement

The Chairman explained the conclusions and suggested precept reached from the Finance Meeting. It had been suggested a 3% increase should be made to the precept for 2020/21 to £40,600 from this year's £39,400.

However, this would leave a deficit which would have to come from the Reserve unallocated money of approximately £20,000 and he had calculated the resulting Band D figure using last year's tax base but the Clerk reminded the Chairman that the new Tax Base figure (which should be issued in mid- December 2020) had been advised at a 2% reduction on last year due to covid-19 causing hardship for many.

The Chairman asked the council for their thoughts and that the precept be decided at the January 2021 meeting.

161:20/21 OPEN SPACES REPORT

Cllr C Edmondson reported the Christmas tree as being decorated and thanked Cllr M Huda for his help.

Cllr C Edmondson also reported the arrival of the wood for the repair of the benches and said a date would be set for the work to start.

Cllr M Huda reminded the council that Cllr A Moorhead had decorated the front of the village hall and thanked both councillors for their help with the Christmas decorations.

162:20/21 PROGRESS REPORTS

Utilities and PAT testing

Cllr A Moorhead informed the council that he had contacted the electrician and the work would cost £216.00 including the VAT.

The council felt the price was reasonable and Cllr A Moorhead asked if he could inform the contractor that he could start work however, the Clerk informed the council that she had put the item under Progress Reports whereby an agreement could not be made. The Clerk apologised for the oversight and said it would be included as its own item for agreement at the next meeting.

The Chairman reminded Cllr A Moorhead that there had been a question of some upstairs sockets that could not be tested due to the food bank taking up most of the space. Cllr A Moorhead said the sockets would not cause a problem to the testing required.

163:20/21 APPOINTMENT OF CLLR M HUDA FOR OFFICE OF THE POLICE AND CRIME COMMISSIONER (OPCC) COUNCILLOR ADVOCATE SCHEME FOR AGREEMENT

The council resolved to agree to the appointment of Cllr M Huda becoming Councillor Advocate as part of the OPCC scheme.

Cllr M Huda stated he was pleased to take on the role and that the OPCC had a different line of approach to Devon & Cornwall Police and the Isles of Scilly.

164:20/21 NOTIFICATION OF INCREASE OF GOV .UK DOMAINS AND RELATED BEST HOST INVOICE £98.00 FOR AGREEMENT

The Clerk explained that their website provider Best Host, had informed the council that there had been an increase to the registration of gov.uk domains and in order to cover the increase of £24.00 the domain charge would in future cost £98.00.

The council **resolved to accept** the increase and pay the invoice for £98.00 now due.

165:20/21 LONE WORKING POLICY FOR AGREEMENT

The Chairman felt some points within the draft needed altering to be more relevant to the parish council and asked for the item to be put on the next agenda.

166:20/21 RESERVES POLICY FOR AGREEMENT

The Chairman reminded council that the external auditor had recommended a Reserves policy be issued however, he felt some points in the draft needed altering to be more relevant to the parish council and asked for the item to be put on the next agenda. He also mentioned the Contingency for Elections figure might need to be increased to around £2,000. The Clerk noted that the present figure was £1,500 and asked if the council wished to alter it.

The Chairman said he would discuss the matter with Cllr S Roche (Vice Chairman) and report back. Cllr M Huda said he wished to be part of the discussion.

167:20/21 REQUEST TO PLANT WILD FLOWERS IN SOUTH BANK OF BURIAL GROUND FOR AGREEMENT

The Chairman informed the council that two members of the public had asked whether they could plant out the south bank in the burial ground with wild flowers.

Cllr M Huda said the bank would need to be trimmed before seeds could be planted and offered to do the work.

Cllr T Lear suggested Moor Meadows was used to purchase the seeds. This was considered a good idea and Cllr T Lear offered to obtain details and pass on to Cllrs M Huda and C Edmondson. The council **resolved to agree** for the bank to be planted out with wild flower seed.

168:20/21 APPLICATION FOR A PARISH COUNCIL GRANT FROM CITIZENS ADVICE AND LOVE YOUR NEIGHBOUR SCHEME FOR CONSIDERATION

The council **resolved to agree to a grant of £100.00 to the Love Your Neighbour scheme** from the £400.00 earmarked but asked for the Citizens Advice request to be put on the next agenda. The Clerk reminded the council that she had forwarded an email from WDBC reminding parish councils that the Citizens Advice line was a service and support for parishioners and should be looked on favourably.

169:20/21 TO DISCUSS REQUEST TO USE VILLAGE HALL AS STORAGE FOR FREEZER AND ACCESS FOR COMMUNITY FREEZER PROJECT

After a detailed discussion covering insurance issues relating to the village hall itself, the food within the freezer and the risk of the increase of covid-19 through more people using the hall; the council **resolved to Refuse** the request.

Cllr A Moorhead reminded the council that the food bank was already increasing the risk due to their use of the upstairs room.

170:20/21 REMINDER OF GRITTING PROCEDURES THOROUGHOUT WINTER SEASON

The Chairman informed the council that the gritter needed a repair. The cost of repair was being investigated.

The question of who triggers the gritting was asked as the Handyman had needed help with the actual job. The Chairman explained that he received the snow warning as Snow Warden.

Cllr M Huda offered to help the handyman with gritting as the machine needed two persons to operate, which the council was not aware of when the equipment was purchased. He also asked if the Chairman could send the snow warning email to himself and the handyman and asked the Clerk, as staff line manager if this procedure was satisfactory.

The Clerk replied that staff should have a degree of autonomy and as the Handyman lived in the actual village it seemed the sensible option that he should decide when gritting was necessary.

171:20/21 TO AGREE CHANGE OF WORDING REGARDING ITEMS PLACED ON GRAVES WITHIN BURIAL PROCEDURES DOCUMENT

After a short discussion the council **resolved to agree** the amendment to the wording as, ***No items other than a 6 inch/15cm diameter vase for flowers.***

Cllrs M Huda and F Peart disagreed.

172:20/21 BOROUGH AND COUNTY COUNCILLOR REPORTS

Cllr P Sanders reported a huge influx of visitors to the moor in good weather with many cars parked in every possible space. The National Park Centres were all open (check websites for opening times).

Devon County Council was working toward the agreement of frontline budgets which would focus on children's services, care of the elderly, carbon reduction and council issues being the highest.

The resulting black ice on roads this morning had caused a lot of problems. The Chairman asked why DCC did not grit Station Road to the School. The Clerk was asked to send the reply she had received from Devon Highways; refusing to grit that particular road; to Cllr P Sanders for investigation.

173:20/21 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

1. Cllr T Lear reminded the council that the Environment Agency had sent out information relating to flash flooding. Approximately 100 were in the flood area.
2. Cllr C Edmondson reported the hedge as flattened behind the Bus Shelter but Cllr A Moorhead reported the side arm flailing as taking it back further.
3. Cllr M Glinn enquired whether an acorn he had grown from seed could be planted in memory of "Jinks". Cllr S Roche felt the village had enough trees but after a short discussion he suggested the Memorial Ground might be a suitable place for the sapling.
4. A short discussion followed on the possible control of traffic around the junction of Pencreber and Graybridge Roads.

174:20/21 TO CONFIRM DATE OF THE NEXT PARISH MEETING FOR TUESDAY 12th JANUARY 2021

No alterations to the scheduled date were reported.

175:20/21 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.

176:20/21 TO DISCUSS AND AGREE APPOINTMENT OF RELIEF CLERK

The appointment of a relief Clerk was discussed. Two councillors felt a local unqualified person might be satisfactory. A little more information was requested before some councillors would agree to the suggested posting of Penny Clapham as relief Clerk.

As a decision was needed urgently, it was then agreed that the Personnel Committee would hold a short meeting to discuss and finalise the decision whereby they were able to ask further questions of the actual proposed relief Clerk on the telephone. The Personnel Committee **agreed Penny Clapham should be appointed** as relief Clerk and would report the decision to the council at the next parish meeting.

The Chairman closed the meeting at 21.40pm

Signed:

Date:

Cllr E Hemsil, Chairman