

**Minutes of a meeting of Horrabridge Parish Council held in the Village Hall
On Tuesday 8th February 2022 at 7.30pm**
(also available at www.horrabridge-pc.gov.uk)

Present: Cllr M Huda (Chairman), Cllr E Hemsil, Cllr M Glinn, Cllr T Lear,
Cllr C Edmondson, Cllr T Farrar, Cllr Moorhead

In Attendance: Caroline Ellis – Acting Clerk
2 Members of the public

175/21/22 Open Session - None

176/21/22 Apologies for Absence – Apologies tendered by Cllr Roche was approved by the Council.

177/21/22 Apologies without Absence - None

178/21/22 Declarations of Interest – None

179/21/22 Confirmation of the minutes of the Parish meeting held on Tuesday 11th January 2022 – The Council **RESOLVED** to agree, one abstention, the minutes of the Tuesday 11th January 2022 Parish Council Meeting and was a true record and was signed by the Chairman.

180/21/22 Planning –

The Council noted the recent planning decisions by the local planning authority.

0638/21 Alterations to store to create ancillary room including raising the roof and the boundary wall adjacent. Round The Bend, 1 Bedford Road, Horrabridge,
Grant of Conditional Planning Permission

0680/21 Erection of single storey rear extension. 3 Greenway Close, Horrabridge
Grant of Conditional Planning Permission

The Council noted the decisions of the Planning Committee meeting held on 1st February 2022

0010/22 The Council **RESOLVED** to object to the application for annex to replace single garage at 39 Torbridge Road, Horrabridge.

“No 39 has previously had a 2-storey side extension; if the annex was considered part of the dwelling it must, therefore, exceed the 30% rule. Otherwise, it was a new open market dwelling contravening policy. The road is already highly congested and a potential car parking space would be lost.”

0011/22 The Council **RESOLVED** to support the application to insert two window openings to first floor bedroom at 1 Spry Cottage, Whitchurch Road, Horrabridge.

0694/21 Erection of agricultural building at Mine House, land adjacent track. The Council noted the application had been **withdrawn**.

181/21/22 Finance – The bank reconciliation dated 31st January 2022 (App A) and Payments (App B), Clerk’s and staff salaries, was reviewed and on the proposition of Cllr Edmondson, seconded Cllr Hemsil the Council **RESOLVED** to approve. On the proposition of Cllr Huda, seconded Cllr Farrar, the Council **RESOLVED** to

approve the purchase of a new salt bin at the cost of £66.66 net.

Councillor Lear arrived.

On the proposition of Cllr Huda, seconded Cllr Farrar, the Council **RESOLVED** to approve the insurance for the Mitsubishi L200 at the cost of £536.53 with MS Amlin Insurance, through the broker Arthur J Gallagher. Due to the type of vehicle, any driver policy and Council owned, it was difficult to obtain quotations. Obtaining future quotations would start in November to allow for time to compare costs and policies.

On the proposition of Cllr Huda, seconded Cllr Edmondson, the Council **RESOLVED** to accept the quotation of £267.84 + VAT and any further expenses for parts that maybe needed to complete the service from Vincent Tractors and Plant for service to the Kubota Mower. The Fan belt had been purchased by Cllr Glinn and would be fitted by Vincent Tractors and Cllr Glinn agreed to deliver the machine and this would save the Council £72.

- 182:21/22** **Village Hall Hire Charges and Terms and Conditions** – On the proposition of Cllr Moorhead, seconded Cllr Huda the Council **RESOLVED** to increase the Hire Charges by 6% and update the contact details on the Terms and Conditions. Cllr Hemsil would calculate the increase and report to the Council.
- 183:21/22** **Co-option of Councillors** – The Council noted that the vacancies had been advertised but no applications had been received.
- 184:21/22** **Document Retention Policy** - On the proposition of Cllr Huda, seconded Cllr Edmondson, the Council **RESOLVED** to accept the Document Retention Policy.
- 185:21/22** **Office IT** - On the proposition of Cllr Edmondson, seconded Cllr Huda, the Council **RESOLVED** to allow the Acting Clerk to move the email account to Outlook. Cllr Edmondson informed the Council that her husband could help with the transfer.
- 186:21/22** **Progress Reports** – Cllrs Farrar and Huda informed the Council the recent Bingo fundraising event held at the London Inn was a success. £600 was raised towards the cost of the new Pavilion. As the tickets were completely sold out it was decided to hold the event monthly.
Cllr Glinn asked Cllr Edmondson to speak to the temporary handyman to ensure that he was aware that the Kubota Mower cannot be driven on the road. It was proposed to reduce part of the wall to gain clearance between Weir Park and Fillace Park. Residents would be consulted before any work commenced. Cllr Glinn informed the Council that a new trailer would be needed at an estimated cost of £1400. It was reported a member of the public had offered to cut the grass on a temporary basis, the Council would purchase the fuel needed.
- 187:21/22** **Open Spaces Report** - Cllrs Edmondson and Glinn informed the Council that all grit/salt bins had been inspected and restocked.
- 188:21/22** **Annual General Meeting and Annual Parish Meeting** – The Council **RESOLVED** to approve both the Annual Parish Meeting and Annual Meeting to be held on 10th May 2022 at 7pm and 7.30pm
- 189:21/22** **RoSPA Play Area Inspection** – On the proposition of Cllr Huda, seconded Cllr Farrar the Council **RESOLVED** to approve the Play Area Inspection and the following costs: Commercial Play Area £98 + VAT, Non-Commercial Play Area £70 + VAT, any additional items over five per play area £3.50 + VAT per item and the additional cost of £42.00 + VAT for Cllr Edmondson to accompany the inspector. It was noted that ‘At Height’ Inspection to be included.

- 190:21/22 Queens Platinum Jubilee** – Cllrs Huda and Farrar informed the Council that the event in Weir Park was planned for the Saturday. There were 9 volunteers who had offered to help, including local community groups. So far there were at least 18 different traditional activities planned including music and food. The next meeting of the Working Group was 28th February 2022.
- 191:21/22 Christmas Lights 2022** – No meeting of the Working Group. Cllr Glinn had been trying to contact Tavistock Town Council regarding using their cherry picker to remove the lights. He would inform the Council when the arrangement had been made. Cllr Glinn was concerned regarding the electrics. When the new lights were installed this would be checked.
- 192:21/22 Air Ambulance Night Landing Site** – No report
- 193:21/22 Borough and County Councillors report** – No report
- 194:21/22 Councillors reports and items for future agenda** – Cllr Lear informed the Council that the hedge by the traffic calming camera, had been cut. Bonfires had been lit by the caravans. Cllr Lear had reported a fly tipping incident at Knowle Down to WDBC.
Cllr Edmondson reported the street light had been repaired and that Horrbridge had a First Responder in the village.
Cllr Glinn and reported to WDBC a vehicle which was parked by Fillace Park with no tax or insurance.
Chapter 8 Training, requirement for setting out road signs and temporary road closures, could take place at Corvec, Nottor Bridge. It was a two day course and three candidates could attend. Cllrs Edmondson and Glinn had completed the Safety Awareness Course. Cllr Moorhead offered to replace Cllr Huda as Cllr Huda could not attend due to work commitments. The next available course date was in June 2022 and DCC would cover the cost.
Cllr Glinn reported the path at Chichester Court had been cleared and the hedge had been cut.
Cllr Moorhead confirmed the paper towel dispensers had been installed in the toilets in the Village Hall and a light fitting/bulb needs to be replaced in the Hall.
Cllr Roche emailed the Councillors informing them that he had assessed the Chair Store for damp. He washed the walls to remove the surface damp but it would need further attention before painting. This was to be done when the weather improves. A possible solution would be a low-wattage heater, left on permanently during the wet months. Costings had been calculated and the approximate cost was £100.00 Cllr Roche offered to complete the work.
Councillors requested that the land-line telephone in the office had an answer machine message recorded to explain opening times and ways of contacting the Clerk and Councillors. This would be also added to the website.
It was suggested that the Handyman collected any random traffic cones and signs and placed them by the shed for collection.
Cllr Hemsil requested that the Allotments Costs and Burial Ground Costs were reviewed.
- 195:21/22** Next parish meeting date confirmed Tuesday 8th March 2022

It was **RESOLVED** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following item as it involves the likely disclosure of sensitive and confidential information.

196:21/22 Personnel Committee Update on Staffing Matters

The Personnel Committee informed the Council that they had received resignation letters from both the Handyman and the Clerk. The Chairman Cllr Huda thanked them for their services to the Parish Council and wished them both well.

On the proposition of Cllr Farrar, seconded Cllr Edmondson, one abstention, the Parish Council **RESOLVED** to re-instate the previous handyman. Contractual times and salary to be arranged.

On the proposition of Cllr Huda, seconded Cllr Farrar it was **RESOLVED** to move out of Part 2 and ratify decisions made therein. The meeting was closed at 9.05pm

Councillor M Huda
Chairman

DATED: