

MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 9th FEBRUARY 2021 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 (arrived late), D Farrar
Ms S Honey (Clerk), Mr C Benfield, Mr, Cllr P Sanders (DCC), Cllr D Moyse (WDBC) plus 4 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

197:20/21 APOLOGIES FOR ABSENCE

None

198:20/21 ABSENCE WITHOUT APOLOGIES

None

199:20/21 DECLARATIONS OF INTEREST

None

200:20/21 TO AGREE CHANGE OF WORDING TO DECLARATION OF ACCEPTANCE DOCUMENT (APP D) FOR ONE INDIVIDUAL APPLICATION

After a short discussion the council **resolved to Accept** the amended Declaration of Acceptance (App D) for just one application; by a vote of 4:3 in favour.

201:20/21 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 C Benfield as wishing to join. After a long discussion where potential conflicts of interest caused concerns, Mr Benfield withdrew his application and therefore did not join the parish council.

202:20/21 CONFIRMATION OF MINUTES

The Chairman stated that he had not had sight of an email whereby he had agreed to a closing date of 8th January 2021 for the Handyperson advert, requested in relation to the previous month's minutes. The Clerk reminded him that he had received the email trail and the rest of the council had been copied in. The Chairman then asked to see the email sent to the actual newspaper.

Cllr T Lear joined the meeting

Cllr S Roche asked for a minor correction to 195:20/21 (2.) to alter the word "village" to "local area".

The Minutes of the Tuesday 12th January 2021 parish meeting were then **agreed by the Council** after a vote of 7:1 in favour and will be signed by the Chairman at a later date.

203:20/21 CLERK'S REPORT

The Clerk informed the council that a free "Being a Good Councillor" course had been offered through Southern Link and Bere Ferrers Parish Council and she had booked Cllr M Glinn a place.

CENSUS 2021 - The Clerk reminded the council that the 2021 Census would be carried out on 21st March 2021 and that it would probably be carried out online.

She also reported The Police and Crime Commissioner and Devon County Council (DCC) Elections, booked for Thursday 6th May 2021, had been confirmed by the Government. The date having already been booked last year; it would mean the village hall would be in use as a Polling Station.

The Clerk reminded the council that the Foodbank would have to move out and the hall cleaned in preparation but the item was already on the agenda for update and discussion later.

204:20/21 PLANNING COMMITTEE – APPLICATIONS/DECISIONS

Applications

0034/21 Conversion of the school playing field into a sand dressed multi use games area (MUGA) at Horrabridge Primary School

Cllr S Roche, as Chairman of the Planning Committee, asked the council their thoughts on the project.

Cllr A Moorhead declared an interest in the Football Club and abstained from the vote.

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

Cllr S Roche asked Cllr C Edmondson if she would like to receive all TPO applications and distribute any related plans to other councillors; to which she agreed. She informed the council that Permission had been given for the proposed by Brian Beasely of DNP;

21/0006 Ash Tree works, Foxhams, Horrabridge

Decisions

0004/21 Single storey side extension at Pengarth, Whitchurch Road, Horrabridge

Cllr S Roche informed the council that the Planning Committee had resolved to **SUPPORT** the application.

0579/20 5 Greenwells Samford Spiney; The application had been Granted by DNP

Cllr S Roche asked the Clerk to book a planning meeting for application **0049/21 Proposed Erection of car port 12 Youlden Way, Horrabridge** for Tuesday 23rd February 21.

205:20/21 FINANCIAL MATTERS

I. Bank Reconciliation and Budget Monitor

The Bank Reconciliation (App A) and Budget Monitor (App C) dated 31st January 2021 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 January 2021

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

III. Retrospective agreement using SO 17. (h) of purchase of sand £47.40

The Council **approved** the payment of £47.40 for sand paid for by Cllr C Edmondson.

206:20/21 OPEN SPACES REPORT

Cllr C Edmondson reported a ton of sand had been delivered from DCC and 100 sand bags.

207:20/21 RETROSPECTIVE AGREEMENT USING SO.17(H) OF PURCHASE OF HI-VIS WAISTCOATS FOR SNOW WARDENS BY CLLR C EDMONDSON £66.81

The council **resolved to agree** to reimburse Cllr C Edmondson £66.81 for the waistcoats.

208:20/21 TO DISCUSS FUTURE OF HANDYMAN APPLICATIONS RECEIVED AND ALTERNATE TEMPORARY FILLING OF POST BY CLLR M HUDA

Cllr M Huda, having volunteered to fill the post of Handyman temporarily, reminded the council that the 6 applications received would need to be considered by the Personnel Committee by end of the month. He informed the council that he was struggling to fill the Handyman hours during the winter months but the summer months would require more hours due to grass cutting etc.

The Chairman suggested the post should be filled by 1st April 2021 and enquired where the interviews could be held. Cllr M Huda offered the public house due its size and not being in use.

Cllr C Edmondson asked if she could be part of the personnel committee for the interviews.

Cllr M Huda said he would pass on the applications to the other members of the personnel committee so they could read them individually.

209:20/21 TO DISCUSS SUSPENSION OF TERMS OF REFERENCE FOR PERSONNEL COMMITTEE

A short discussion followed where the Chairman, having proposed the suspension of the Terms of Reference (ToR) for the Personnel Committee, informed the council that the Standing Orders (SO) No 18. (c) allowed the Chairman to conduct an appraisal with any member of staff with no one else present.

Most councillors were not aware of the conflict with the Personnel committee ToR and Cllr M Huda stated he did not agree with SO No 18.c.

The Clerk reminded the council that she had put the SO's together from a NALC template that was a "one size fits all" and that particular item had been overlooked when she sent them out in draft form and could be removed.

Cllr S Roche said he was not happy with either 18. c or the ToR and felt all members should be included in the Clerk's appraisal.

The Chairman suggested the ToR be suspended.

The Clerk reminded the council that ToR are good practice and that most councils have them for a personnel committee. She reminded the council that if they suspended the ToR did all 9 councillors wish to be present at the Handy person interviews.

Cllr S Roche suggested he would propose something different and bring it back to the next meeting.

210:20/21 RESERVE POLICY (APP E) PREPARED BY CLERK OR (APP F) PREPARED BY CHAIRMAN FOR DISCUSSION AND AGREEMENT

After a short discussion the council **resolved to accept** the Reserves Policy, Appendix E prepared by the Clerk.

211:20/21 PROGRESS REPORTS – VILLAGE HALL DAMP WALL

Cllr S Roche reminded councillors that he had circulated the report of his inspection held with Cllr A Moorhead.

Cllr A Moorhead suggested mould had developed due to the hall not being in normal use. Cllrs M Huda and D Farrar offered to clean the mould.

Cllr F Peart suggested special paint to help deter mould could be spread over the affected areas.

The Clerk informed the council that she had received information that hopefully will allow the village hall to claim a Rates rebate.

212:20/21 FOOD BANK USE OF VILLAGE HALL – UPDATE REGARDING AGREEMENT OF USE

Discussion centred on the need to have the hall vacated by 6th May 21 due to its being used as a Polling Station for the Police and Crime Commissioner and Devon County Council (DCC) Elections.

The Chairman suggested they could move back upstairs to the community room but Cllr A Moorhead reminded the council that boundaries were needed and the risk of infection from the virus had increased for the Clerk due to people using the stairs and the volume of food stored had made the Caretaker's cupboard inaccessible.

The council **resolved to agree** that the Food Bank could use the Community Room upstairs temporarily until alternative premises could be found.

213:20/21 TO DISCUSS POSSIBILITY OF VOLUNTEER SERVICES BEING USED

The Clerk informed the council that a risk assessment should be carried out and insurance cover checked before allowing the services of a volunteer.

The clerk was asked to confirm with the insurance company and if volunteer services were covered, then the council would **agree to accept** the offer.

214:20/21 UPDATE ON SITUATION WITH SNOW WARDENS AND TO AGREE PURCHASE OF MORE SAND AND GRIT BINS AT £699.93 TO INCLUDE VAT

Cllr C Edmondson informed the council that she had checked village grit bin areas with Cllrs M Huda and D Farar. Collectively they had agreed another grit bin was required at the top of Fillace Park, this bin is in addition to the original number of new bins requested.

Cllr C Edmondson said community spirit had increased due to people coming together to help with gritting and they now had 12 volunteer Snow Wardens.

The Chairman suggested they might not be insured but Cllr C Edmondson explained that they were insured under the DCC snow warden scheme.

The Chairman suggested DCC should be encouraged to purchase the new bins and replenish them.

Cllr C Edmondson said they had been asked but no reply had been received. Waiting for an answer was not an option because the grit and bins were required now.

The council **resolved to agree** to purchase the bins and a new wheelbarrow for £846.91 (inc VAT)

215:20/21 TO DISCUSS AND AGREE DATE OF ANNUAL MEETING

The council **resolved to agree** an Annual council meeting date of 4th May 2021 to be held online by Zoom.

216:20/21 TO DISCUSS WHETHER TO HOLD ANNUAL PARISH MEETING

Due to risks related to covid-19 the council **resolved NOT to hold** an Annual Parish meeting in 2021.

217:20/21 TO DISCUSS UPDATES TO, AND AGREE GOVERNANCE OF HORRABRIDGE RECREATION FIELD TRUST

The Chairman explained that HPC as a body was the Trustee of HRFT and when the parish council had tried to end the Trust in the past the Charity Commission would not allow it.

He explained that the Clerk, himself and Cllr S Roche were the only signatories (the Clerk in order to be able to have sight of the accounts).

The council **resolved to agree** that two more signatories would be added to the account; Cllrs A Moorhead and F Peart.

A separate committee was formed to include the Clerk (as Treasurer), the Chairman and Cllrs S Roche, A Moorhead and F Peart.

Cllr S Roche reminded the council that meetings would need to take place outside of the normal parish meeting.

The council **resolved to agree** to hold an annual meeting in May and thereby at three monthly intervals after a parish meeting.

Cllr M Huda enquired if the HRFT was responsible for the Pavilion and the Chairman replied that it was.

218:20/21 BOROUGH AND COUNTY COUNCILLOR REPORTS

Cllr P Sanders informed the council that DCC were close to finalising a budget but savings had had to be made. More funds had been directed to Children's and Adults Services.

He was not sure how councillors would be able to canvas for the forthcoming elections but the Government had made it clear that local elections should be held before the G7 meeting.

Cllr D Moyse explained she had been invited to the Overview and Security Committee meeting.

The Chairman of Live West Housing apparently reported that the company would not buy up any cheap housing in the area in an effort to help young people.

One tenant has caused a lot of problems which have been difficult to tackle without court action but it was hoped this could change.

219:20/21 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

1. Cllr S Roche said the old safe and office desk had received no offers. Cllr A Moorhead suggested the desk was only fit for the tip.
Cllr M Huda congratulated Cllr S Roche in his successful effort to place the new safe upstairs in the office with the aid of his grandson.
2. Cllr A Moorhead reported the Fillace Park light issue as satisfactory and that no adjustment was needed to the light which lit up until 8.30pm and did not shine over the riverbank. He offered to meet with the parishioner and discuss the problem.
3. Cllr C Edmondson said both herself and Cllr M Huda noticed the handrail in the burial ground needed repair and asked for it to be added to the next agenda.
4. Cllr F Peart thanked Cllrs M Huda and C Edmondson for their efforts with sand and gritting. Cllr M Huda said where there was once a lot of negativity shown from parishioners, there was now a keen community spirit. Cllr C Edmondson thanked him for his efforts with the sand bags.
5. Cllr M Huda suggested the Handyperson hours for winter should be revised as he felt there were more hours than were necessary and he was finding it difficult to find work to fill them.

220:20/21 TO CONFIRM DATE OF THE NEXT PARISH MEETING FOR TUESDAY 9th MARCH 2021

No alterations to the scheduled date were reported.

221:20/21 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.

222:20/21 TO DISCUSS FUTURE FUNDING OF HRFT

With the benefit of new councillors in mind, Cllr S Roche gave the details of past funding efforts in an attempt to rebuild a new pavilion. Cllr M Huda felt other groups should be included in the use of the pavilion, that way funding might be easier to find but looking purely for football purposes was hardly likely to be successful.

The Chairman agreed with Cllr M Huda saying that football was just one activity.

The council then **resolved to agree** that Cllr S Roche could continue to apply for grants that would not incur any outlay of parish funds.

The Chairman closed the meeting at 22.03pm

Signed:

Date:

Cllr E Hemsil, Chairman