

**MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD BY VIRTUAL MEANS, ONLINE; ON TUESDAY 10<sup>th</sup> NOVEMBER 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, F Peart  
Ms S Honey (Clerk), Cllrs P Sanders (DCC), 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**

**135:20/21 APOLOGIES FOR ABSENCE**

T Lear (internet problem), F Peart (joining later in meeting)

**136:20/21 ABSENCE WITHOUT APOLOGIES**

None

**137:20/21 DECLARATIONS OF INTEREST**

None

**138:20/21 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.

**139:20/21 CONFIRMATION OF MINUTES**

The Minutes of the Tuesday 13<sup>th</sup> October 2020 parish meeting were **agreed** by the Council and will be signed by the Chairman at a later date.

**140:20/21 CLERK'S REPORT**

The Clerk explained that all the relevant Schedule 14 forms had now been submitted and an acknowledgement received from Devon County Council.

The application would be subject to a specific process and it might take some time before a decision was made.

A new Handy person had been appointed – Mr A Rockey

**141:20/21 PLANNING COMMITTEE – APPLICATION**

Cllr S Roche informed the council that planning applications had been quiet of late and that the Planning Committee had received only one;

**0473/20 Refurbishment of Methodist Church**

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

**DECISIONS**

Cllr S Roche informed the council that two previous applications had been decided by WDBC;

**0329/20 Magpie Leisure Park – Refused**

**0429/20 12 Youldon Way - Granted**

**142:20/21 FINANCIAL MATTERS**

I. Bank Reconciliation and Budget Monitor

The Bank Reconciliation (App A) and Budget Monitor (App C) dated 31<sup>st</sup> October 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 October 2020

Name	Date	Description	Amount	
Mr E Hemsil	20/10/20	British Legion - reimburse poppies	16.00	
Mrs C Edmondson	29/10/20	Reimburse smoke alarm battery	3.75	
Ms S Honey	29/10/20	Postage for Schedule 14 forms	9.15	
Screwfix	29/10/20	Cable ties and boots (staff)	69.38	
				82.28
<b>Direct Debits</b>				
Ms S Honey	16/10/20	Zoom monthly charge October	14.39	
South West Water		Allotments		
South West Water		V Hall		
South West Water		Cemetery		
Plusnet	Oct	Office phone and broadband	38.46	
British Gas	Oct	Elec - Weir Park	11.41	
British Gas	Oct	Elec- Village hall	95.62	
British Gas		Gas - Village hall		
				145.49
<b>TOTAL</b>				<b>£227.77</b>

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

III. Precept /budget schedule for 21/22 for discussion and agreement

The Clerk started to explain the detail of the four percentage rates of increase offered as a guide in the draft budget and the rationale behind them. She also reminded councillors to consider the amount of money held in the reserve account when considering any increase and the need to hold a small reserve for any election costs. She suggested a Finance meeting might be better to discuss all the detail.

The Chairman then asked questions and made observations regarding insurance costs. As the information was quite detailed it was decided to arrange a Finance meeting on Thursday 3<sup>rd</sup> December.

**143:20/21 OPEN SPACES REPORT**

Cllr C Edmondson reported a tree stuck in the water under the bridge but the Environment Agency had been informed.

***Cllr F Peart joined the meeting.***

Cllr C Edmondson asked why the Handyman was emptying the dog waste bins as it was understood these were emptied by WDBC.

The Clerk was requested to speak to the Handyman and ask if the bin collections could be monitored as per the schedule.

**144:20/21 PROGRESS REPORTS**

Cleaning of trampoline

Cllr C Edmondson offered to ask Cllr T Lear when the work might be done.

Utilities and PAT testing

Cllr A Moorhead reminded the council that the testing was due in May 2020 however, the hall had been closed due to the virus. He also reminded the council that the Food Bank were using the conference room and the sockets in there were blocked by stored food.

Cllr A Moorhead offered to contact RED and establish how much of a percentage of the sockets would need to be tested for the review to be carried out satisfactorily.

Situation of grass in Memorial ground

The grass was reported as having been cut.

#### **145:20/21 PAYROLL PROVIDER FEE INCREASE FOR AGREEMENT - £144.00 PER YEAR**

The council **resolved to accept** the new charge from D Malley Payroll Services at £144.00 per year.

#### **146:20/21 TO AGREE CHANGE OF WORDING ON BURIAL PROCEDURES DOCUMENT**

A heated discussion took place whereby Cllrs M Huda and F Peart abstained from any vote.

The Chairman asked for the item to be moved to the next meeting to allow alternative wording to be considered.

#### **147:20/21 FORMATION OF NEW ROW OF CREMATION PLOTS IN BURIAL GROUND FOR DISCUSSION AND AGREEMENT**

Cllr C Edmondson reported plenty of space to create two more rows (C and D) alongside the existing cremation plots of A and B.

The council **resolved to agree** the new rows.

#### **148:20/21 TO AGREE NEW OFFICE DESK AND AMOUNT TO PURCHASE SET OF LOCKABLE DRAWERS FOR OFFICE. DESK - VIKING CATALOGUE £159.00 (EX VAT)**

The Clerk explained the effort and time that had gone into sourcing a second-hand desk and lockable drawers. As the item had first been discussed well over a year ago, she asked for the Viking desk to be considered again.

Cllr S Roche offered to source a cheaper desk and drawers and asked for a budget. The Chairman suggested £250.00 which was **agreed by the council**.

#### **149:20/21 TO AGREE NEW FIREPROOF SAFE FOR OFFICE – PHOENIX FS0442 K - £481.00 (PLUS VAT)**

Cllr S Roche detailed three sizes of fireproof safe (in which the burial books should be kept), the options to consider and reminded the council that funding of £500.00 had been obtained from DCC.

The Chairman suggested the smaller safe, which would hold just the burial books, to sit on top of the old one; the larger size safe being 120kgs. The Clerk asked the combined weight of both old and new safes and reminded the council of the small size of the office plus the value of the deeds and chain of office suggesting the old safe should be removed altogether and the large size, albeit heavier, as replacement to hold everything.

A discussion then followed whereby no agreement was reached and Cllrs M Huda and C Edmondson abstained from a vote.

Cllr S Roche then suggested the larger safe was purchased and placed in the office at a later date.

The council **agreed to the purchase** of a Phoenix Firefighter at £517.00 plus VAT.

#### **150:20/21 BOROUGH AND COUNTY COUNCILLOR REPORTS**

Cllr P Sanders reminded the council of the frustrations arising due to lockdown being placed again. However, the Dartmoor Visitor Centre and toilets were open.

He reported some issues for Highways with resurfacing but explained that work was ticking over.

Unfortunately, some services were experiencing difficulty.

Cllr D Moyses reported the Senior Leadership as meeting every day and also the Local Forum, Police and Health.

Staff support had been made available for homeworkers with children. Concentration had been channelled to key workers.

Grants were still available from Mr C Brookes.

#### **151:20/21 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA**

1. Cllr M Huda hoped to encourage more people to join the council. It was suggested that Mr C Benfield might put the information in the local newspaper.
2. The Chairman had a few queries;
  - He asked the status of the replacement fencing and gate at the east end of the burial ground.  
Cllr A Moorhead offered to investigate.

- Regarding the arrival of the new wood for the repair of benches, Cllr C Edmondson offered to chase.
- A parishioner had asked if wild flowers could be sown on the south bank of the burial ground.
- Regarding Memorial Day; the Chairman reminded the council that it was a “civil” service not a military event as one attendee seemed to think. He would speak to the person in question.

**152:20/21 TO CONFIRM DATE OF THE NEXT PARISH MEETING FOR TUESDAY 8th DECEMBER 2020**

No alterations to the scheduled date were reported.

**The Chairman closed the meeting at 20.33pm**

Signed: .....

Date: .....

Cllr E Hemsil, Chairman