

**MINUTES OF A MEETING OF HORRABRIDGE PARISH COUNCIL HELD ON
TUESDAY 11th SEPTEMBER 2018, 7.30PM, AT THE VILLAGE HALL**

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

PRESENT: Cllrs, P Beard (Chair), T Lear, A Moorhead, C Edmondson, M Huda, D Keane, E Hemsil

Ms S Honey (Clerk), Plus 12 members of the public

PUBLIC OPEN SESSION 5 members of the public wished to speak

1. Mr A Berry asked if his email relating to the Council's Public Participation Policy (PPP) had been received and reminded the Council that this item could not be revisited until 6 months had passed. The Chair explained that due to the absence of Cllr Roche the item would be postponed until he was available for comment.
2. Having since established that the Parish Council and Devon County Council share part ownership of the bridge a member of the public asked whether the Council would be liable for all of the repairs or only part? The Chair explained that the Council were liable for their section only.
3. A query was received regarding a gap in the new allotment fence and whether the gap would be boarded up. The Chair asked the Clerk to enquire into the matter.
4. One parishioner asked if a particular type of paint was in stock yet. The Chair confirmed that it was.
5. Cllr Moorhead agreed to enquire into the area of hedge (for cutting) within the Cemetery that the Council is responsible for.

016:18/19 APOLOGIES FOR ABSENCE

Cllr S Roche and D Cloke (WDBC)

017:18/19 DECLARATIONS OF INTEREST

Cllr M Huda declared an interest in item 17 (Firework display) and Cllr D Keane declared an interest in item 10 (new Pavillion).

018:18/19 CONFIRMATION OF MINUTES

The Minutes of the meeting held on Tuesday 14 August 2018 were **agreed** as a true record and were duly signed by the Chair. Cllr D Keane abstained due to her not being present at the last month's meeting.

019:18/19 APPOINTMENT OF A PARISH COUNCILLOR

Under Rule 8 of the Local Elections (Parishes and Communities) Rule 1986, the Council is now able to fill the casual vacancy for 3 HORRABRIDGE councillors by co-option.

The Council received 1 re-application from; A Minns, who had to resign shortly after joining at last month's meeting when 4 vacancies were filled out of 7 available. A Minns re-application was **approved by the Council**.

020:18/19 CHAIRMAN'S REPORT

The Chair had no specific items to report.

021:18/19 PLANNING

0369/18 Extension to Fillace Park Shed – Salt storage

Cllr A Moorhead confirmed that a Certificate of Lawfulness had been **granted**.

0428/18 Car Port, The Elms, Bedford Road, Horrabridge

The Committee **resolved** to take a **Neutral** view of the application.

022:18/19 TO SET UP AND ELECT COUNCILLORS TO A PERSONNEL COMMITTEE

The Clerk suggested a Personnel Committee be set up with which to manage the Clerk; who in turn manages other Council staff.

The Council **agreed** to form a committee and Cllrs M Huda, E Hemsil and T Lear were duly elected.

023:18/19 TO AGREE FUNDING FOR THE CLERK TO UNDERTAKE THE CiLCA EXAMINATION

The Clerk asked if the Council would provide funds in order for her to take the Certificate in Local Council Administration (CiLCA) course and exam run by DALC. At present the course costs £250 plus VAT but an increase in price to £380 plus VAT will start from 1st October 2018.

The Council **agreed** the funding for the Clerk to take the course at £250 plus VAT and to register before 1st October.

024:18/19 PUBLIC PARTICIPATION POLICY

Cllr E Hemsil reminded the Chair that this item could not be revisited until 6 months had passed; which would be complete by the October meeting. by then 2 councillors would be able put the item forward for discussion again.

The Chair reminded the Council that the item should be postponed (as mentioned during the Public Open Session) until Cllr S Roche was available to participate and comment. He invited two councillors to contact the Clerk in order for the item to be included on the October agenda.

025:18/19 SELECTION OF ARCHITECT FOR PAVILLION PROJECT IN FILLACE PARK – Cllr D Keane declared an interest in the project.

Cllr E Hemsil explained that £25,000 had been earmarked from the Capital Project money for the refurbishment. The Chair explained that an architect's report was required for submission along with an application in order to apply for funding from the Lottery Fund.

Three quotes had been sought but one had not replied. Of the two remaining quotes; one from Mr M Leggat amounted to £3,100 and the other, from Mr R Hilton amounted to £1,960 plus VAT but this was for an initial Service Report only and did not include a flood report.

Cllr A Moorhead said a Scope of Work should be produced as this would help the architect. The Chair felt there was a need to press on with the project and asked the Council to agree to Cllr A Moorhead contacting Mr R Hilton in order to investigate the actual details of his quote.

The Council **agreed**.

026:18/19 OPEN DAY TO DISCUSS FLOOD RISK ISSUES

Cllr T Lear informed the Council that an Open Day had been arranged for Thursday 13 September in the Leaping Salmon Café with Kate Pearson to discuss flood risk issues and hoped the school would be involved in the project.

027:18/19 GROWTH IN LOCAL HEDGES

Cllr A Moorhead reported that a quote had been received from Mr L Rodgers of £250.00 to cut hedges in Fillace Lane, the Burial ground, Allotment field, the section of hedge opposite no 1 Fillace Park (opposite the Park) and a small section beside New Park.

The price also included an extra section of hedge, 8 feet high, that runs from the Bus Stop to Manor Garage phone box. The Council felt this was a very reasonable cost.

The Chair mentioned a section of hedge at the top of Old Station Road near the cycle path on the Moor and asked if the Council would agree for this to be added to the proposed works but with an increase in price of up to £500 only. The Council **agreed** the motion.

028:18/19 TO APPROVE THE PURCHASE OF A NEW HOOVER AND STAIR CARPET FOR VILLAGE HALL

Cllr A Moorhead explained that a new Hoover had been purchased for the Village Hall at £120. Regarding the Stair Carpet; that had become worn and a risk to Health and Safety; one quote had already been obtained but two more were needed. The Yelverton Carpet Co had quoted £558 to include fitting (£190 of this amount related to cost of the metal noses required on the tread for safety purposes).

Cllr A Moorhead also mentioned the old and worn crockery that is available to People hiring the Hall and suggested a new set be purchased to consist of 72 cups and saucers and 24 bowls in Pure White. The cost would be £127 from Stevens Caterers. Cllr A Moorhead proposed the crockery update and Cllr E Hemsil seconded. The Council **all agreed** to the replacement of the old crockery.

029:18/19 RENEWAL OF ANNUAL INSURANCE POLICY

The Chair informed the Council that the three year discounted policy obtained from Came & Co was ready for renewal at a price of £2850.80. The Council **all agreed** the renewal.

030:18/19 RENEWAL OF VILLAGE SIGNAGE

The Chair informed the Council that new signage was available from Zintec. Made in lightweight steel it would cost £226. The signs were all of the same uniform matching design.

One councillor mentioned the possibility of banning cycles in the Park as well as dogs however, it was suggested that this would be difficult to police and discourage small children accompanied by their parents. The Council **agreed** to monitor the state of the grass due to bicycles being ridden around throughout the winter and revisit the issue during the Spring.

031:18/19 REPLACEMENT FENCING NEAR THE BRIDGE

The Council had previously agreed to provide £500 toward funding for new fencing in January 2018. At the moment they were still waiting for a price to be confirmed and once received the work would go ahead.

032:18/19 FIREWORK DISPLAY - Cllr M Huda declared an interest as he donates £200 toward the display.

The date for the display had been set for Friday 26 October. The cost of £1,300 had been covered by Grants which would include £300 from the Council if all councillors agreed.

The money would be payable to Horrabridge Rangers Sports Association who will provide accounts to the Council after the event. The Scouts and PTA will set up stalls and will be able to retain their profit. Cllr M Huda asked what would happen to the money obtained from ticket sales. Cllr E Hemsil explained that profits are split between the participating groups, ie, the Scouts.

The Chair asked for two volunteers to man one of the gate entrances to the display.

033:18/19 CONDITION OF LOCAL ROADS AND POT HOLES

Cllr C Edmondson gave a report on local roads and pot holes. There was confusion regarding ownership of the lane ending at St Michael's. The Chair suggested the Council obtain a copy of the area from the Land Registry to confirm which part of the lane the council owns.

034:18/19 WAR MEMORIAL REFURBISHMENT

Restoration of the memorial had been quoted at £2,160. The project was short of this amount by £1,000. As a Listed monument it was felt the Council should contribute. The Chair suggested the council contribute up to a limit of £1,000 as a Grant. Cllr D Keane felt the work could be completed for a cheaper price but Cllr E Hemsil explained that the project did not belong to the council.

The Council voted 7:1 in **favour of supporting** the restoration project up to a limit of £1,000,

035:18/19 RETROSPECTIVE APPROVAL OF NEW WATER HEATER, OFFICE FAN, LIGHTING AND INSTALLATION COSTS

The Council **agreed** the new water heater (installation only) costs of £120; the actual heater having been funded by the WI. The council also agreed the updating of the office fan and LED lighting panels which were necessary to bring the equipment up to standard.

036:18/19 WEIR PARK PLAYGROUND EQUIPMENT

Cllr E Hemsil explained that £27,000 had been earmarked for the improvements to the equipment. The funding was for providing a disabled swing and a pirate style ship. The Chair said that a quote of £14,000 had been provided by *Sovereign* for a disabled swing to include installation costs however, *Caloo* had quoted £688.56 plus installation which was very much cheaper.

Sovereign had also provided a much higher quote for a pirate ship but *Flight of Fantasy* had also quoted along with *All Out Play* who had quoted £6630.

The Council **agreed to accept** the quotes for a disabled swing from Caloo and pirate ship from All Out Play.

037:18/19 LIAISON WITH HORRABRIDGE RANGERS SPORTS ASSOCIATION

Cllr E Hemsil explained that progress on the handover was slow and that documentation was awaited from the Charity Commission. Cllrs M Huda and E Hemsil said they would be happy to liaise the HRSA and sit down to discuss Terms of Use.

038:18/19 COUNCILLORS ONTO COMMITTEES

The Chair explained that there were vacancies on existing committees and that interested councillors were welcome to join.

039:18/19 FINANCIAL MATTERS

Bank Reconciliation and Budget Monitor

The bank reconciliation (App A) and payment list (App B), dated 31 August 2018, was reviewed and the following payments **approved**.

Name	Date	Description	Amount
HMRC (282.81)	01/08/2018	PAYE	283.40
Travis Perkins	09/08/2018	marking paint	11.86
Travis Perkins	02/08/2018	padlock / items	11.10
British Gas	03/08/2018	Weir Park, xmas lights	29.50
British Gas	15/08/2018	Village Hall GAS	44.32
Leg O' Mutton Garage	21/08/2018	MOT and repairs Truck	795.63
Clarity Copiers	09/08/2018	Printer set up	96.00
Roffey electricals	15/08/2018	emergency lights to Village hall	154.00
Roffey electricals	23/08/2018	Replacement lights in office and fan	271.00
Came & Co	13/08/2018	Annual Insurance renewal	2850.80
South West Water	03/08/2018	Water Village Hall	145.05
South West Water	03/08/2018	Water - Cemetary	13.18
South West Water	03/08/2018	Water - Allotments	11.30
Total			£4717.14

Cllr E Hemsil explained that the second half of the Precept was due soon and that the Council's monthly expenditure was approximately £4,000. The earmarked £27,000 for the playground equipment could be returned to General Funding which would help fund expected Architects fees of around £5,000.

040:18/19 BOROUGH AND COUNTY COUNCILLORS REPORT

No report had been received.

041:18/19 COUNCILLORS REPORTS AND ITEMS FOR FUTURE AGENDA

- I. Problems with local street lighting.

- II. Double yellow lines were suggested for outside the village shop. An ambulance had been delayed by 10 minutes recently due to congestion by parked cars. In the past Devon County Council had advised that no one was available to police a suggestion of double yellow lines and a 20 minute single line waiting time. The Chair suggested Cllr A Minns contact WDBC Cllr P Sanders to see if anything could be done.

- III. The Christmas Light switch on had been set for Saturday 1st December 2018.

042:18/19 DATES OF FUTURE MEETINGS

The next meeting was confirmed as Tuesday 9 October 2018.

Note: All meetings are held on the second Tuesday in the month, at 7.30pm, unless otherwise specified

The meeting closed at 8.43pm

Signed:

Date:

Cllr P Beard, Chair